

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HQ within one working day of approval by purchase officer/purchase manager.

Date:	31/5/22	Prepared by:	C. MUKA	Serial no.	
Supplier name:	Long fisher Reedy more garments	HO inward no.			
Firm/Company:	SUNHIM SAREE Project	HO received date		Scan ID.	
PO/WO date:	17/2/22	PO/WO No.	86440		
Sl no.	6	Bill no.		Bill date	30/5/22
	1.			Bill amount	92,925/-
	2.				
	3.				
	4.				
Amount A - Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:		Proof of delivery matches MRN		☐ Yes ☐ No	
Amount B - Other Credits : Transportation charges					
Amount C - Other Debits :					
Amount D (D=A+B-C) - Amount to be credited to the supplier:					
Amount E - PO / WO value:		92,925/-			
Amount F - Difference (A - E):		82,593/-			
Quantity received as per PO / WO		☐ Yes ☒ Excess received ☐ Short received ☐ Part received		10,332/-	
Close PO / WO		☐ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date		2/6/22			
Remarks: Advance Rs. 40,000/- paid. Balance amount we need to pay Rs. 52,925/- Pending entry of 177 Rs. plus of 171 entry.					
Approved by		Purchase Officer	Purchase Manager	M D	Accountant
Name:					Accounts Manager
Sign:					
Date:					
Approval limit		Upto 20k	Above 20k	Above 100k	Upto 20k
					Above 20k

Purchase Order

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15-03-2022 16:09:30



28.02.22 2:52:30

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Kingfisher Readymade Garments #3-5-222/2/A, Humble Building, II floor, Moulali, Secunderabad 500062 GSTIN 0 7337449873	Doc No	86440	166969
	Doc Date	15-03-2022	
	Quote No	Nil	
	Quote Date	17-02-2022	
	SupplyType	Supply And Application	

Kind Attn : Ganesh Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 6158 - Miscellaneous - Uniform - NA - Nos Navy Blue color shirts to construction team	171.00	460.00	0.00	5.00	82,593.00
Total Order Value . . .					82,593.00

Rupees : Eighty Two Thousand Five Hundred Ninty Three Only.

Terms and Conditions :-

Specification / Brand	Navy Blue color shirts to construction team
Payment Terms	Advance as Rs. 40,000/-. Balance after delivery.
Tax	Included in the above prices
Delivery Date	With in 20 days
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Advance as Rs. 40,000/-.
Other Terms	Nil
Completion Date	30-03-2022
Measurment	Sizes of the shirts suitable to employees
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Kingfisher Readymade Garments**